



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 4 July 2018

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
28 June 2018

Councillor S Pewsey (Chairman)
Councillor J Jennings (Vice Chairman)

Councillors

M Dalton
S Murray

J Jogia
A Omer

J Mahoney

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

A G E N D A

- 1 Apologies for absence**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 25 April 2018.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

5.1 Office Accommodation – Min no RG118.2

The 3-year lease for the rental of 1 Buckingham Court was completed on 13 June 2018 and the 3-month rent deposit of £8,125 paid directly into the Council’s Santander account. At the determination of the lease, this would be repaid together with any interest accrued.

Further to the report made to this Committee on 5 July 2017, Mullucks Wells has been appointed as the Managing Agents for the property at £850 per annum plus VAT on a two-year contract.

Legal fees are likely to be in the region of £1,250.00 plus VAT together with £9.00 disbursements.

For information, the old desk furniture has been recycled and collected by the Warlies Park House Business Centre in Upshire who have made a £70 donation to one of the Town Mayor’s charities, the Epping Forest Foodbank.

5.2 Insurance – Min no RG118.3

The Committee is asked to consider whether to extend insurance cover for the following items. The figures quoted are for the annual premium and would be apportioned as appropriate:

5.2.1 Assets

	Item description	No.	£ inc IPT
i.	Play equipment & 2 outdoor gyms	8 sites	328.29
ii.	Bus shelters	4	23.09

There would be an excess of £250 per claim.

5.2.2 Landlord Rent Guarantee Insurance

The annual premium for this would be £44.80 for a 24 month Indemnity Period or £56.00 for a 36 month Indemnity Period.

5.2.3 HMRC investigations

The Council's new contractor, James Todd & Co, has offered "fee insurance" at £80 per annum to cover their additional costs in responding to an investigation or enquiry raised by HMRC. PAYE investigations, enquiries and compliance visits can be initiated by the HMRC at random. This cover would also provide telephone access to specialist legal advisors in Employment Law, Health and Safety and Commercial Legal.

Whilst the contractor can claim against their own policy and credit the proceeds against the Town Council's liability for fees, there may be other fees not covered by that policy. However, the key exclusions are fraud, criminal prosecutions, tax avoidance schemes, deliberate omissions, any tax, fines, penalties or interest that the Council may be required to pay. There is no policy excess.

5.3 Internal Audit – Min no RG118.5

Following the internal auditor's visit on Thursday 19 April 2018, the final report for 2017/18 was circulated electronically to all members on 9 May 2018.

No issues arose and the conclusion of the report states that "*on the basis of the programme of work undertaken during our two visits this year, the Council continues to maintain more than adequate and effective internal control arrangements. We are again pleased to acknowledge the excellent quality of records maintained by the Clerk and her staff and thank them again for their assistance, which has ensured the smooth progress of our review process*".

A copy of the report is available on the website alongside the Agenda at http://www.loughton-tc.gov.uk/Resources_and_General_Services_2645.aspx

5.4 Data Protection – Min no RG118.7

For information, to comply with the GDPR, officers have been continuing to update all the forms and paperwork associated with the services provided by the Town Council. These include those associated with Allotments, Cemetery, Financial Assistance, Football Pitches, Hall Hire and Town Mayor events.

Councillors have also been sent a Privacy Notice informing them of the Council's responsibilities in this regard and asked to confirm receipt of this document.

One of the key issues under GDPR is to ensure that personal data is kept **only for the purpose for which it was collected and only for as long as is necessary**. This will depend on the reasons for holding the data.

The Council's Document Retention Policy already addresses the data storage of items covered by other legislative requirements. Specific guidance has also been received from the Council's HR contractor regarding the storage of personnel data.

Officers will need to periodically review the data held, and erase or anonymise it when it is no longer needed, remembering that individuals may challenge the

right for the Council to retain the data and the right to erasure ('be forgotten') if requested or the data is no longer needed.

Personal data can be stored for longer periods only if the Council is only keeping it for public interest archiving, scientific or historical research, or statistical purposes.

Noting these requirements and in the absence of updated official guidance, the Committee is asked to NOTE the report.

5.5 Christmas Card Competition 2018 – Min no RG87.5

Noting that this year's competition will be launched before the autumn meeting of this Committee, members are asked if they wish to continue with the current format.

5.6 Flag Flying

For information, the Town Council has marked Armed Forces Day 2018 on Saturday 30 June 2018 by flying the special flag outside the Library for the preceding week.

New this year, the Council has been invited by the Seafarers UK's patron, HRH The Earl of Wessex, to Fly the Red Ensign on Merchant Navy Day, Monday 3 September 2018. This aims to help raise public awareness of our island nation's reliance on seafarers and shipping. Merchant Navy Day has been marked in this way since the year 2000. A Red Ensign has been purchased at a cost of £38.50 for the occasion.

5.7 Training and Conferences

To approve the attendance of Cllr Jennings at the forthcoming Epping Forest District Council training sessions for the purposes of paying travel expenses:

Local Authority Finance & Budget Process	5 July 2018, 2pm ~ 4pm
Risk Management	30 October 2018, 6.30pm ~ 8pm
Treasury Management	22 January 2019, 6.30pm ~ 8pm

6 Financial Assistance Applications 2018/19

The Committee is asked to consider a revised application and to confirm whether other claims may be paid. For information, there is currently a balance of £3,650 in the 2018/19 Financial Assistance budget.

6.1 Restore in the Community

In view of their recent move from the Community Centre in The Broadway, Restore has provided additional information to enable the Committee to review their award of £4,000 in respect of their running costs.

* See the attached report on pages 6 – 9, which contains an annotated copy of the original financial assistance application form.

The Committee is asked to re-confirm the award of £4,000 to this group.

6.2 Grant Claims

The Committee is asked to confirm whether grant claims from the Loughton Youth Project and Spark may be settled. In view of the unusually early nature of the claims, Officers have raised concerns with both these organisations

about the level of activities being provided for their user groups. The Assistant Town Clerk will provide more information at the meeting.

7 Finance – Min no RG120

7.1 End of Year Report

The accounts for 2017/18 were approved by full Council on 9 May 2018 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

* The end of year financial report for 2017/18 is attached together with details of the transfers to and from earmarked reserves (see pages 10 – 11).

7.2 Current Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves (see page 12 – 13).

7.3 Precept

The Committee is asked to NOTE that the first instalment of the Precept, £332,500, together with the Local Council Tax Support Grant payment of £13,508, was received into the Council’s Santander bank account on 27 April 2018. Members are reminded that this was the final LCTS grant to be paid by the District Council.

7.4 Fidelity Guarantee Insurance Cover

Fidelity guarantee insurance is designed to indemnify the Council for the loss of money or property sustained as a direct result of acts of fraud, theft or dishonesty by an employee or councillor.

The Committee is asked to undertake the annual review of the level of fidelity guarantee insurance cover as required by the audit process.

There is no legal requirement for the value of such cover, but the advice previously issued by the Audit Commission before its demise was that it should in general be equal to the level of cash balances plus half of the annual precept.

	£
Cash balances as at 31 March 2018	866,143
Half of the 2017/18 precept	332,500
Local Council Tax Support Grant	<u>13,508</u>
Total	1,212,151

The Council’s current level of fidelity cover is set at £1.4 million with an annual premium of £798.09 including IPT.

The Committee is asked to **review** the level of cover and make a risk-based decision on whether this level of cover should be amended.

7.5 Internal Financial Check

The Committee is asked to confirm if it wishes to continue the best practice of appointing a councillor to carry out checks on the Council’s financial transactions and, if so, to make an appointment. Cllr Omer undertook this responsibility during 2017/18.

7.6 Bank Accounts

7.6.1 Financial Limits – Min no RG110.2

These were last reviewed at the February 2018 meeting with no changes. As the full complement of staff is now in place, the Committee is asked to confirm that the maximum balance limit in the No 2 NatWest Account used as an imprest account for wages, tax and pension payments, may be increased from £35,000 to £40,000. This limit was last amended in 2010 and the regular monthly payments are now approaching the existing limit.

7.6.2 Authorised Signatories

- * The Committee is asked to review and confirm the list of authorised signatures for each bank account shown on pages 14 – 15 to enable the mandates to be updated.

7.7 Accounts Paid

Payments totalling £290,732.29 as detailed on payments schedules nos 257 – 261 have been made since the report to the meeting on 25 April 2018. The schedules and accompanying invoices will be available at the meeting for inspection. Copies of the latest bank account reconciliations will also be provided at the meeting.

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

8 Standing Orders

The National Association of Local Councils (NALC) has published a new set of model standing orders to reflect the changes in legislation introduced after 2013, a copy of which has been circulated to members under separate cover. A copy of the current Standing Orders for Loughton Town Council is available to view at <https://tinyurl.com/ycwwefbv> and a paper copy of these and the model version can be provided by the Council Office on request.

- * A report of the Town Clerk's review of the changes is provided on pages 16 – 18.

The Committee is asked to consider the recommendations in the report to enable these and any other amendments/additions to be brought before Council for further consideration and approval.

9 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Enid K Walsh
TOWN CLERK
28 June 2018

Agenda item 6.1

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	Restore in the Community (Above + Beyond)
Summary of aims and objectives	
<p>Our aims and objectives can be described as ‘enabling the community to flourish and thrive’ and ‘helping people to feel confident to take positive steps in their own lives and make positive contributions in society’.</p> <p>Although the Centre’s activities will no longer take place at 68 The Broadway, Loughton we are fully committed to engaging with the local community. Activities will now take place in various venues, and some of these venues will also give opportunity for new projects and to engage with a wider cross section of Loughton residents.</p> <p>Many people in this area are reliant on a range of statutory services including health and mental health services, housing support, employment support and services relating to benefits. Loneliness, isolation and associated mental ill-health are cross-cutting themes which affect many local people using the Centre’s services and are a real focus throughout much of the support offered.</p> <p>We will increase types of groups that we run and the number of courses that we offer that give people tools to increase their resilience when facing everyday life problems.</p> <p>Our aim is that the people of Debden and the surrounding areas who access these services find community and friendship and someone to help them navigate through the external/statutory services that they may need; and to also provide an environment in which people feel confident to ask for help and can be enabled to make positive changes in their lives.</p> <p>We aim to work collaboratively with other agencies. (One person who came to the Centre benefitted from 12 agencies working with him to give a good outcome; this was co-ordinated through the Restore Centre, so that he could benefit from professional help and expertise). For those who do come in our objective is to provide the most appropriate response, through the welcome we give, by giving direct support through the Centre staff, signposting them to more skilled help, or by providing space for outside counsellors (including Family Mosaic, SEETEC, and mental health and alcohol counsellors) to see local clients; and the Foodbank that happens each week.</p> <p>We will continue our strong links with other agencies, and plan to continue to host Family Mosaic (now Peabody Trust)</p> <p>We will continue to give opportunity for volunteers to develop their skills and grow in confidence and provide training courses and experience.</p> <p>We also aim to provide a social setting that meets the needs of local people, such as the knitting and art group, with opportunities to learn new skills. We also aim to help people to gain more IT skills with our easy access computer course.</p> <p>A new games group will begin in the library at Debden. All these activities will be run in such a way to complement other activities run through Restore Community Church/Above + Beyond</p>	
Age groups specifically catered for, if any	All

Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1165654
Number of members in the organisation	2 part time staff members (Manager – 4 days, assistant - 3 days) 30 volunteers We have used an exit survey that is compatible with GDPR to give people the opportunity to stay in touch with us, and we are also publicising our new contact details widely.
Number of members resident in Loughton	90%
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	
<p>Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).</p> <p>The grant will be used towards the running costs and development of the work and activities which we are providing through the Centre, which is open 9am-5pm Tuesday-Saturday. The annual running cost of the Centre is budgeted to be £70600 in 2018.</p> <p>The Centre has been open from April 2018 – June 2018. We have continued to see the same levels of engagement and footfall during this time, with Centre visitors taking part in a course for mental health and participating in the Loughton Art Trail.</p> <p>The next 9 months for Restore in the Community:</p> <p>We will celebrate all that we have been able to do in 68 The Broadway and we build on this over the following months. (Please see attached flyer)</p> <p>This equates to £7.84 per beneficiary visit based on 9,000 visits each year. This does not indicate how much the Centre is investing in each beneficiary, but rather the £7.84 is for each visit or contact point with members of the public using the Centre. However, this does represent excellent value for money, when compared to the costs which would otherwise have to be met by other agencies if the Centre's support service wasn't available. For this the Centre will be able to provide the kind of support which enables beneficiaries to either not need overstretched statutory services, or to quickly access the right support for them. To put this huge community cost saving into context, Personal Social Services Research conducted in 2014 found that an average visit to a GP costs £45. Other research indicates that a visit to A&E costs £73 before any treatment is given. The London Ambulance Service calculated that each 999 call costs £7.81 with a follow-up call from a clinician adding an extra £64.59 per call.</p> <p>Around 30 people access the Centre each day. In a recent survey 176 different individuals were recorded as visiting the Centre over a period of 2 weeks, which includes 10 volunteers but excludes 2 paid staff.</p>	

Explain how Loughton residents will benefit from this project?

Offering an accessible and safe place for vulnerable or isolated people to access friendship and support can take pressure off overstretched statutory services and enable people to resolve their issues quickly and with the benefit of follow-up support.

A recent survey showed the need for somewhere that enables people to feel welcome and less isolated, that the Centre is a place that people know they can access help over practical issues as well as benefitting from its support when they are experiencing mental health issues or loneliness and isolation.

Open 9am-5pm Tuesday-Saturday, there are four main ways that Loughton residents will benefit

1. **Drop-in style activity** in a casual environment where anyone can come in and have a tea or coffee and feel at home, a 'safe space' for people to come in and chat. Volunteers provide tea and coffee and the setting is designed to feel more like a sitting room than a drop-in centre with sofas to sit on.

These will now take place at various locations around the Debden area. There is also a more 'joined up' approach to linking with other activities provided to encourage people to be more actively involved in group activities.

2. **One-to-one advocacy and support** where people coming in need help with one or more specific issues. Many of those visiting the Centre come with specific issues they want to discuss or need help with. These might range from difficulties in claiming benefits, housing problems including evictions, employability issues or mental health concerns. A private one-to-one space is provided to the rear of the Centre where individuals can talk to Centre staff about their concerns.

(Between January and August 2017 309 one-to-one sessions were held. 282 of these were with people who had more than one session and 27 were first time sessions. For regular visitors, the Centre is a 'safe place' where they can get support and a listening ear to enable them to find the other services that they need, rather than 'bouncing around' services until they find the right thing (for example going straight to A&E for an issue which a pharmacist or GP could treat or calling 999 out of loneliness). Whilst Centre staff do not have sector-specific expertise in all of these areas, they are highly experienced in support and advocacy and are able to journey with people in together finding out the best places to access formal support. Centre staff are able to then draw on their extensive web of connections and local knowledge to support each individual in accessing the specific services that they need. Many of the individuals coming in to the Centre have identified that they need support in a particular area, but they often find accessing support challenging. In some cases this is because the services they need are located some miles away, sometimes it is because the structure of Local Authority and health provision is complex and confusing and for some, a lack of confidence prevents them from engaging in provision.

We are very aware that this is a significant way in which we help people. We have created capacity not only to continue this work at various venues but also to have flexible time to meet people on a one to one basis for pastoral or form filling etc.

3. **Attending events and session from third party community groups** which are held in the Centre.

The one-to-one sessions offer support on a wide range of issues. This year we have hosted two courses which provide people with greater information about emotional health and wellbeing. Epping Forest Foodbank is hosted at the Centre on a Saturday afternoon.

The Foodbank will now be hosted at Debden Library. We will continue our courses at a new venue and have offered space to another organisation although this is yet to be finalised.

4. Opportunities to volunteer

Volunteering is well documented as being beneficial not only to the community but also to the volunteer. We are able to provide opportunities for adults including those who may need support in their volunteering. **This will continue and we have the goodwill of volunteers to make this transition with us.**

Are you making this application as part of the annual round of grant applications? (closing date 31 December)?

This is an amended application due to the work of the Restore Centre transitioning and branching out into other locations.

If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

Of the £19.5K budgeted for rent and building costs our costs have so far been approximately £9,400 although there is still rent for the final month to be paid. Some of the costs included in that will increase as we move from these premises (mobile phone costs for example) and there will be building hire costs but this is the area where expect to see savings which will enable us to continue to provide services and opportunities into the the Debden area.

Total cost of project	£70,600
Amount of grant requested	£4,500
Funds available from organisation's own resources	Restore Community Church is committed to the Centre. (staff, volunteers as well as financial)
Funds granted from other bodies (please give details)	Charles S French charitable trust - £2000 – for running costs EFDC £1982 – for equipment EFDC £915 – for 'learning lunches'
If there is a shortfall in these figures, how do you propose to fund the deficiency?	The Centre will continue to run within the means the Church has. Any outside funding will enable us to continue; and develop the work

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.17 – 31.3.18	4,000.00	Centre running costs	Yes
1.4.16 – 31.3.17	4,000.00	Centre running costs	Yes
1.4.15 – 31.3.16	3,000.00	Centre running costs	Yes
1.4.14 – 31.3.15	2,500.00	Centre running costs	Yes
1.4.13 – 31.3.14	2,000.00	Centre running costs	Yes

Summary Income & Expenditure by Budget Heading 31/03/2018

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	
<u>Resources and General Services</u>								
Communication	Expenditure	17,192	18,906	18,800	-106	-106	100.6 %	
Office Expenses	Expenditure	12,054	10,780	12,300	1,520	1,520	87.6 %	
	Income	57	20	0	20			0.0 %
Audit	Expenditure	2,860	2,860	2,900	40	40	98.6 %	
Central Personnel (1)	Expenditure	300,976	250,432	316,300	65,868	65,868	79.2 %	
Council Expenses	Expenditure	14,628	11,395	14,150	2,755	2,755	80.5 %	
	Income	609	168	0	168			0.0 %
Other Services (2)	Expenditure	23,426	20,170	11,250	-8,920	-8,920	179.3 %	
	Income	202	0	0	0			0.0 %
Members' Expenses	Expenditure	2,106	2,130	3,000	870	870	71.0 %	
Buckingham Court (3)	Expenditure	53,797	45,155	32,450	-12,705	-12,705	139.2 %	
	Income	9,611	300	28,500	-28,200			1.1 %
Service Re-charge	Expenditure	-251,000	-253,000	-253,000	0	0	100.0 %	
Library	Expenditure	0	4,751	13,700	8,949	8,949	34.7 %	
Grants	Expenditure	35,328	30,760	35,500	4,740	4,740	86.6 %	
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	211,367	144,340	207,350	63,010	0	63,010	69.6 %
	Income	10,479	488	28,500	-28,012			1.7 %
	Net Expenditure over Income		200,887	143,852	178,850			34,998

Notes

- (1) The Central Personnel underspend resulted from the recruitment delays.
- (2) Other Services included the Office Accommodation costs met from earmarked reserves.
- (3) The overspend on Buckingham Court resulted from the delay in moving offices and in securing a tenant. This is balanced by underspends in other budget headings.

Agenda item 7.1

A summary of the Committee's reserves showing the end of year transfers and the amounts available from reserves in this current financial year is provided below

	1.4.17	Net transfers to/from reserves	31.3.18
Elections	8,000	8,000	16,000
Noticeboards	1,000	0	1,000
Office expenses	3,000	150	3,150
Communication	1,000	-1,000	0
Council expenses	2,000	0	2,000
Accommodation	16,450	-16,450	0
Buckingham Court maintenance fund	2,000	0	2,000
Honours board	700	-700	0
Total	34,150	-10,000	24,150

Agenda item 7.2

Loughton Town Council

Summary Income & Expenditure by Budget Heading 30/06/2018

Month No: 3

Resources and General Services Committee Report

		Actual Current Month	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	
<u>Resources and General Services</u>								
Communication	Expenditure	261	4,663	17,300	12,637	12,637	27.0 %	
Office Expenses	Expenditure	79	1,982	12,300	10,318	10,318	16.1 %	
Audit (1)	Expenditure	0	-1,600	2,925	4,525	4,525	-54.7 %	
Central Personnel	Expenditure	24,971	74,769	307,700	232,931	232,931	24.3 %	
Council Expenses (2)	Expenditure	104	8,344	14,320	5,976	5,976	58.3 %	
Other Services (3)	Expenditure	0	0	11,250	11,250	11,250	0.0 %	
Members' Expenses	Expenditure	0	0	2,660	2,660	2,660	0.0 %	
Buckingham Court (4)	Expenditure	1,286	5,416	31,790	26,374	26,374	17.0 %	
	Income	8,125	8,125	32,850	-24,725		24.7 %	
Service Re-charge (5)	Expenditure	0	0	-257,500	-257,500	-257,500	0.0 %	
Library	Expenditure	2,925	4,435	13,700	9,265	9,265	32.4 %	
Grants	Expenditure	9,800	11,000	35,500	24,500	24,500	31.0 %	
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	39,425	109,009	191,945	82,936	0	82,936	56.8 %
	Income	8,125	8,125	32,850	-24,725			24.7 %
	Net Expenditure over Income	31,300	100,884	159,095	58,211			

Notes:

- (1) The negative amount refers to a creditor for 2017/18, the external auditor's fees.
- (2) Council Expenses includes annual payments for insurance and subscriptions.
- (3) Other Services budget includes £9K for elections, £1,250 for the Citizenship Awards and Civic Celebration plus £1K for contingencies.
- (4) Buckingham Court expenditure includes business rates and other utility and maintenance costs for the period up to 14 June 2018, the start of the tenancy.
- (5) Service Re-charge up to 30/06/18 is -£64,375.

Agenda item 7.2 cont'd**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

	01.04.18
Elections	16,000
Noticeboards	1,000
Office expenses	3,150
Communication	0
Council expenses	2,000
Accommodation	0
Buckingham Court maintenance fund	2,000
Honours board	0
Total	24,150

Agenda item 7.6.2 – Authorised Signatories

No 1 CURRENT ACCOUNT (NatWest)

Position	As agreed at Annual Council meeting 23 May 2018
Town Mayor	S Murray
Deputy Town Mayor	S Murphy
Chairman of Resources & General Services	S Pewsey
Chairman of Environment & Heritage	C C Pond (not in conjunction with CPP)
Chairman of Recreation	D Wixley
Chairman of Planning & Licensing	J Angold-Stephens
Additional Signatory see RGS Min 160.5	C P Pond (not in conjunction with CCP)

No 2 PAYROLL ACCOUNT (NatWest)

As above plus

Town Clerk	Enid K Walsh
Assistant Town Clerk	Brent Smith
Officer	-
Chairman of Resources & General Services	S Pewsey
Town Mayor	S Murray
Chairman of Environment & Heritage	C C Pond
Chairman of Planning & Licensing	J Angold-Stephens

No 5 For & on behalf of Loughton Town Council – Security Deposits (NatWest)

Town Clerk	Enid K Walsh
Assistant Town Clerk	Brent Smith
Officer	Paul Hoy

NatWest Business Reserve

The Town Clerk, Assistant Town Clerk, Officer (as on No 2 a/c), Town Mayor and Chairman of Resources Committee.

Santander Business Reserve Account

Chairman of Resources & General Services	S Pewsey
Chairman of Environment & Heritage	C C Pond (not in conjunction with CPP)
Chairman of Planning & Licensing	J Angold-Stephens
Additional Signatory see RGS Min 160.5	C P Pond (not in conjunction with CCP)
Operator	Enid K Walsh
Operator	Brent Smith

Nationwide Business Instant Saver

Chairman of Resources & General Services	S Pewsey
Chairman of Environment & Heritage	C C Pond (not in conjunction with CPP)
Chairman of Planning & Licensing	J Angold-Stephens
Additional Signatory see RGS Min 160.5	C P Pond (not in conjunction with CCP)
Operator	Enid K Walsh
Operator	Brent Smith

Agenda item 8**Standing Orders Review**

Many of the changes recommended by NALC reflect the requirements of new legislation introduced since 2013 and have already been incorporated in the Council's Standing Orders through the annual reviews.

NALC has also taken the opportunity to include what are described as 'a few very minor drafting improvements' including the rewording of headings and text in a more modern style. Also, for some reason they have made significant alterations to the order of the sections.

Recommendations to be considered by the Committee:

The order of the Council's Standing Orders is to be maintained.	
Section	
1 Meetings	
(d)	<p><i>Insert the text shown in bold:</i></p> <p>Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</p>
(r)	<p><i>The following section has been re-worded in the model to give a positive slant such that a person may report during the meeting but only with permission.</i></p> <p><i>Insert the text shown in bold:</i></p> <p>A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of the Town Council or its committees without permission, but otherwise may:</p> <ul style="list-style-type: none"> a film, photograph or make an audio recording of a meeting; b use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; and c report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
2 Ordinary Council meetings	
(i)	<p><i>Insert the text shown in bold:</i></p> <p>Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting of the Council, the order of business shall be as follows.</p> <ul style="list-style-type: none"> i. To choose a person to preside if the Town Mayor and Deputy Town Mayor be absent. ii. In an election year, to decide when any Declarations of Acceptance of Office, which have not been received as provided by law, shall be received. In a year which is not an election year, the Chairman of the Council shall deliver his acceptance of office unless the Council resolves for this to be done at a later date.

7 Code of Conduct

For information the NALC model SOs (Section 13 (d) – (h)) allow for the Council's Proper Officer to grant/not grant dispensations. In discussion with the Monitoring Officer at EFDC this has not to date been the custom and practice in this District where dispensations are considered by the Monitoring Officer or their Deputy. No change is recommended in this regard.

Section 14 (a) – (d) of the model deals with Complaints under the Code. However, in view of the recent Ledbury case these may need further revisions. In the interim, the insert of the section immediately below is recommended.

(c)	Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.
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New sections to be inserted

TBC	<p>MANAGEMENT OF INFORMATION <i>See also standing order "Responsibilities to Provide Information".</i></p> <p>a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p> <p>b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</p> <p>c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</p> <p>d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</p>
TBC	<p>RESPONSIBILITIES TO PROVIDE INFORMATION <i>See also the standing order "Responsibilities Under Data Protection Legislation"</i></p> <p>a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.</p>

	<p>b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</p>
<p>TBC</p>	<p>RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION <i>See also the standing order "Managing Information"</i></p> <p>a The Council shall appoint a Data Protection Information** Officer.</p> <p>b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</p> <p>c The Council shall have a written policy in place for responding to and managing a personal data breach.</p> <p>d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</p> <p>e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</p> <p>f The Council shall maintain a written record of its processing activities.</p> <p><i>** The requirement for parish and town councils to appoint a DPO was removed from the GDPR legislation, but NALC has not yet revised this section, hence the use of the word 'Information'.</i></p> <p><i>Sections b and c will require new policies to be agreed by the Council.</i></p>